



**STANDARDS OF APPRENTICESHIP**  
adopted by

**OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC REGION 10**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
MAINTENANCE MILLWRIGHT		638.281-018	6000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

NOVEMBER 17, 1941  
Initial Approval

JANUARY 17, 2003  
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Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC REGION 10**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be that portion of Skamania County north of the middle of the Lewis River bounded on the east by the 122nd meridian, Cowlitz, Wahkiakum and that portion of Pacific County south of a straight line made by extending the north boundary line of Wahkiakum County west to the Pacific Ocean.**

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           a.       **Applicant must be Seventeen (17) years or age and have a high school diploma, GED or equivalent; or eighteen (18) years of age or older.**  
                  b.       **Eighteen (18) years of age or older**  
                  c.       **Provide Documentation of above**

Education:    N/A

Physical:      **Must be physically able to perform all work required.**

Testing:       **Yes**

Other:          **Note 1:     The Committee will require applicants to attend a class designed to familiarize the applicant with the trade prior to being interviewed and placed in the ranked pool of eligibles.**  
                  **Note 2:     Where possible, the Committee will also provide an orientation/pre-hire class prior to the applicant being placed in employment.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

**Exempt per WAC 296-05-405(a)**

B. Equal Employment Opportunity Plan:

**Exempt per WAC 296-05-405(a)**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship for maintenance millwright apprentices shall be not less than three (3) years or approximately 6000 hours of reasonably continuous employment.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The probationary period for Maintenance Millwright shall be the first 1,200 OJT hours after the current registration to these standards. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Registration agency.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**A contractor shall employ at least one (1) apprentice on any job site on which five (5) or more journey-level workers are employed and at least the equivalent of one (1) apprentice for every five (5) journey-level workers in his/her total work force.**

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**Maintenance Millwright:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	87%
2	1001 - 2000 hours/7 - 12 months	88%
3	2001 - 3000 hours/13 - 18 months	90%
4	3001 - 4000 hours/19 - 24 months	92%
5	4001 - 5000 hours/25 - 30 months	94%
6	5001 - 6000 hours/31 - 36 months	96%

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### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b>A. <u>Maintenance Millwright:</u></b>	<b><u>Approximate Hours</u></b>
1. <b>Orientation.....</b> <b>Safety practices and procedures, use and care of tools and materials, tool repair, bench work, etc.</b>	<b>840</b>
2. <b>General Overhaul.....</b> <b>General overhaul of heavy equipment such as mixers, cranes, crushers, pumps, presses, crustbreakers, etc.</b>	<b>700</b>
3. <b>Installation .....</b> <b>Work involving prints, layout, assembly, alignment, adjustment, use of rigging, hoists, etc., in construction and installation.</b>	<b>800</b>
4. <b>General Maintenance.....</b> <b>Work involving inspection, removal, cleaning, installation, alignment, adjustment, etc. of belts, gears, bearings, couplings, shafts, etc. General repair and maintenance of all plant equipment. Form building and concrete work, brick work, carpentry.</b>	<b>1530</b>
5. <b>Routine .....</b> <b>Repair and maintenance of pot jacks, curtains, pot ventilation system, trench covers, etc., and preparation of pats for relining. Repair and maintenance of plant buildings. Cast house maintenance.</b>	<b>1530</b>
6. <b>Preventive Maintenance .....</b> <b>Inspection of buildings and equipment for needed repairs.</b>	<b>200</b>
7. <b>Troubleshooting .....</b> <b>General mechanical troubleshooting, diagnosis and repair.</b>	<b>400</b>
<b>TOTAL HOURS:</b>	<b>6000</b>

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**NOTE: The order in which the various work experiences (listed on the above Standards) are to be taken up by the apprentice will be determined by plant operating and training conditions.**

**The above work experience guide is in conformity with the understanding between the United Brotherhood of Carpenters and Joiners and other crafts or trades involved.**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☒ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify)

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

**1. Apprentice Responsibilities**

- a. As you are aware, this Committee is responsible under State Law for your Apprenticeship Program. A part of that responsibility is shared by you, the Apprentice, to cooperate with the Committee during the development of your career. As a part of this responsibility, you are hereby advised of the expectations and procedure concerning monthly progress reports, evaluation reports and citations.**
- b. Apprenticeship Applicants are required to attend the Committee Meeting for consideration of their application for registration. Apprentice Applicants will be registered with an effective date being the date of the first dispatch. All Apprentices will be registered with an effective date being the date of first dispatch. All Apprentices will begin their related training classes per schedule by Willamette Carpenter Training Center, Inc. Apprentices must work for approved training agents. Working for an Employer not approved by this Committee may result in cancellation of the Apprentice's Agreement.**

**c. Work Progress Reports (W.P.R.)**

- (1) You are to complete this form once each month, whether or not you are working. You are to submit the W.P.R.'s at time of re-rate with a re-rate slip signed by you and your employer.**
- (2) You are to mail this form to:  
Carpenters Local 1707  
618 - 14th Avenue  
Longview, Washington 98632**
- (3) YOU are to keep US informed of YOUR ADDRESS by using this form. (If you have a change of address, identify the change as NEW ADDRESS).**
- (4) Failure to do these things will cause you to appear before the Committee to explain.**

**2. Evaluation Reports:**

- a. Every six months, your Employer is to evaluate you on your performance and make the evaluation known on the appropriate work progress report form (W.P.R.). W.P.R.'s for the full six (6) month period under review - filed timely, on a month by month basis - are required for re-rate action.**
- b. Your Employer's failure to make this evaluation will cause you to lose a possible advancement in the program and may require you and your Employer to attend the next Committee meeting to explain.**

**3. Citations: A citation is a requirement from the Committee for you to appear at its next meeting.**

- a. You are to answer a citation IN PERSON.**
- b. If you cannot appear, through no fault of your own, a letter of explanation is required BEFORE the meeting date. It should be sent to the Willamette Carpenter Training Center, 6915 NE 42nd Avenue, Portland, OR 97218.**
- c. A Citation/Proposal Cancellation notice requires you to appear IN PERSON and show cause why you should not be canceled from the Apprenticeship Program.**

After probation, an apprentice in violation of his or her agreement will be placed on Notice. A given amount of time will be stated by the committee, 30, 45, 60 days, etc.

**AN APPRENTICE CANCELED FOR CAUSE WILL NOT BE PERMITTED TO REGISTER IN THIS PROGRAM FOR A MINIMUM OF ONE (1) YEAR FROM THE EFFECTIVE DATE OF CANCELLATION.**

**Your Apprenticeship Career with this Committee is very important. The Committee wants to impress you with this importance and with its concern for your successful, uninterrupted completion of your Apprenticeship Program.**

**4. Related Training (R.T.)**

- a. Related training as scheduled by the Committee requires approximately 160 hours per year. Classes are held at Willamette Carpenter Training Center for Fall, Winter, Spring, and Summer terms.**
- b. Tuition: Free to Apprentices working for Contractors who are signatory to the Master Labor Agreement.**
- c. Apprentices working for Non-Signatory Employers must pay a nominal fee.**
- d. Attendance: Each Apprentice will attend related training classes when scheduled. An Apprentice who has completed the R.T. requirements but not the O.J.T. are not required to attend Related Training classes.**
- e. Buck Slips: If for any reason an apprentice cannot attend related training as scheduled, a buck slip must be turned in with a letter on company letter head to say why the employer needs the apprentice to miss school; death in family or sickness doesn't need a company letter head. Only one buck slip a year is allowed without being cited to explain your reasons. You must show up in person if cited.**

**Work process: The JATC would like to see every apprentice trained in all areas of the work process, but due to the trade, this may not always be possible. The P.E.T.S. (Performance Evaluated Training System) training has and does take care of this problem. Students are taught in a hands-on environment and classroom in all areas of the work process. This method is accepted by the United Brotherhood of Carpenters.**

**5. Advancement/Re-Rate Policy**

- a. Advancement/re-rate is considered two (2) times a year. This also applies to consideration of recovery of re-rates lost because of a previous "Hold". The Committee is under no obligation to restore a lost re-rate. An Apprentice who has been HELD, must (time permitting) establish a long-term track record of corrective action before requesting recover of the lost re-rate.
- b. A minimum of 750 hours OJT are needed for each re-rate.

1st Term	First 6 months
2nd Term	750 - 1000 hours
3rd Term	1500 - 2000 hours
4th Term	2250 - 3000 hours
5th Term	3000 - 4000 hours
6th Term	3750 - 5000 hours
7th Term	4500 - 6000 hours
8th Term	5250 - 7000 hours
9th Term	6000 - 8000 hours

Approximately 80 hours of classroom training, as scheduled by the Committee are required for re-rate.

6. **Credit for Prior Experience**

- a. Credit for prior experience will be applied upon completion of the probationary period of 1000 hours or deemed by the committee.
- b. Credit will be allowed as follows:

Request for credit must be made on the Employer's letterhead stationary. Request must be made at completion of probationary period.

The Apprentice must be present for the Committee's consideration of the request.

- c. Accelerated advancement (advance more than one period) will be evaluated upon Employer's recommendation at a committee meeting. This requires a letter on the Employer's letterhead. Only one accelerated advancement will be given.

Apprentice may be present for the Committee's consideration of the request for accelerated advancement. The apprentice may present his or her case to the JATC for accelerated advancements.

**7. Complaint Resolution Procedure**

**A training agent/training agent applicant or apprentice/apprentice applicant who has a complaint with the Apprenticeship Program must proceed as follows:**

- a. Reduce the complaint to writing and submit same to this Committee through the W.C.T.C. no less than ten (10) days before the next Committee meeting date for placement on the agenda;**
- b. Attend the meeting and attempt a resolution of the dispute;**
- c. The resolution will be communicated to the grievance in person and so noted in the Committee minutes as applicable.**

**B. Local Apprenticeship Committee Policies**

**NONE**

**C. Complaint and Appeal Procedures:**

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

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- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
- Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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### **B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

**E. Composition of Committee: (see WAC 296-05-313)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Committee shall consist of no less than four principal members and shall consist of equal numbers of representatives of Employers and Employees. There**

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**may be one, but no more than one, alternate Committee Member for each principal Committee Member.**

**Quorum: A quorum for the transaction of business shall consist of at least two Employer and two Employee representatives.**

**Program type administered by the committee: GROUP JOINT**

**The employer representatives shall be:**

**Robert Burgess, Chairman  
PO Box 189  
Tualatin, OR 97062**

**Harry Eilers  
PO Box 767  
Beaverton, OR 97075**

**Lonnie Kronsteiner  
PO Box 1650  
Coos Bay, OR 97420**

**Clancy Kelly, Jr.  
200 Grand Blvd.  
Vancouver, WA 98661**

**Kevin Knittel, Alternate  
520 SW Yamhill  
Portland, OR 97204**

**Dan Pelissier, Alternate  
425 NW 10th Avenue #200  
Portland, OR 97209**

**The employee representatives shall be:**

**Bruce Ashback, Secretary  
12790 SE Stark Street 102  
Portland, OR 97233**

**David Lantto  
3427 Ash Street  
North Bend, OR 97459**

**Ron Seawell  
1125 SE Madison Street 207  
Portland, OR 97214**

**Peter Hackett  
340 SW 2nd  
Corvallis, OR 97333**

**Douglas Doane, Alternate  
2781 Maryland  
Longview, WA 98632-3558**

**Ken Stroup, Alternate  
12790 SE Stark Street 102  
Portland, OR 97233**

**Paul Holvey, Alternate  
PO Box 24809  
Eugene, OR 97402**

**Carol Lane, Alternate  
815 JQ Adams  
Oregon City, OR 97045**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Ron Hansen, Training Coordinator  
6915 NE 42nd Avenue  
Portland, OR 97218**